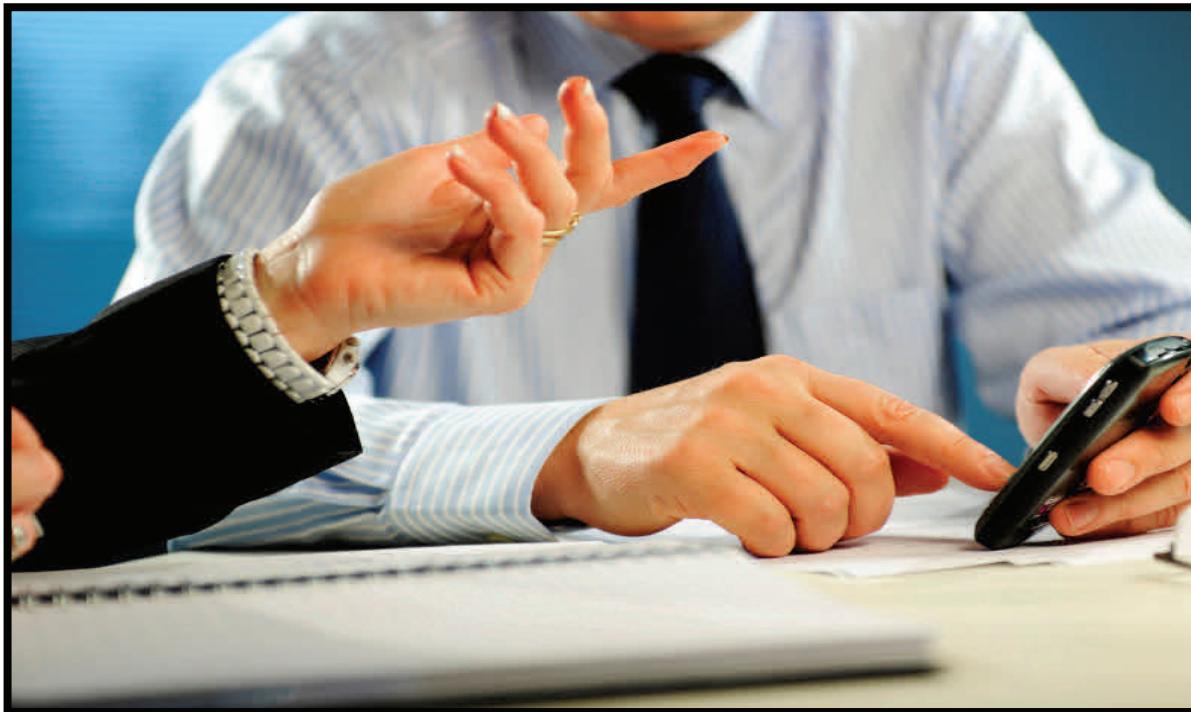


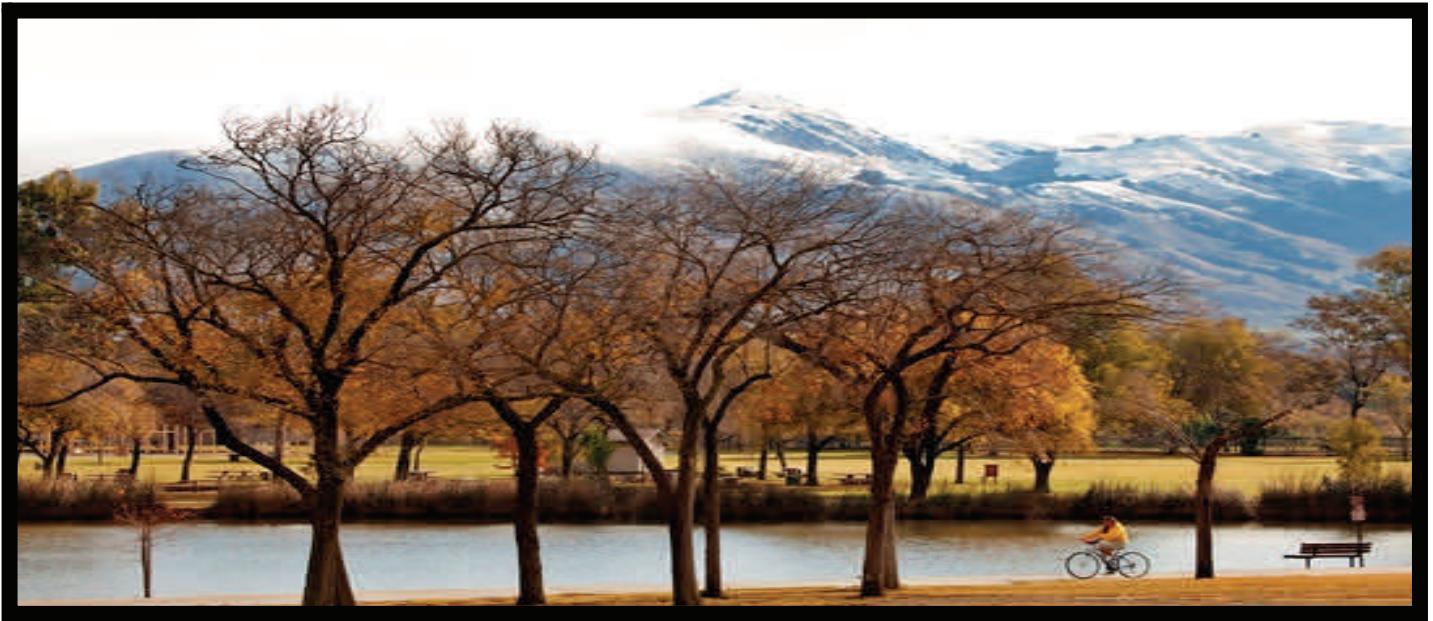
## Management Analyst I/II City Manager's Office

Are you interested in being part of a dynamic City where you can truly make an impact? Do you enjoy the challenge of working in a professionally diverse, complex, fast-moving environment? Then consider putting your analytical skills to work in our City Manager's Office.



**The first review of applications:  
Noon November 13, 2015**

This position will be open until filled. Interested candidates are encouraged to apply immediately!



## ABOUT FREMONT

Fremont is a well-managed and innovative city, and has recently generated national attention by ranking second on the “Best Run City in America” list by 24/7 Wall Street and America’s third “Sharpest, Smartest City” by Reader’s Digest. Located in the heart of the Bay Area and Silicon Valley, Fremont prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, quality parks and nearby open space, and an incredibly diverse population of over 220,000 residents. As a full service city, Fremont employs over 882 regular employees and has a general fund budget of \$174.3 million and a total annual budget of \$289.4 million.

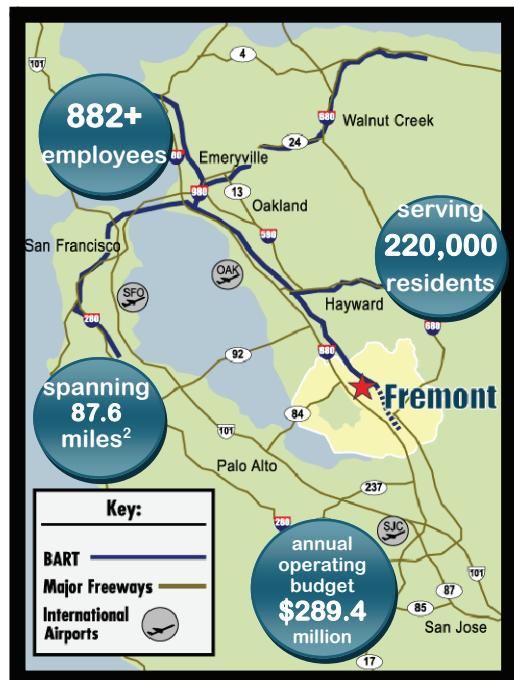
Fremont is an employer that values its people, creativity, quality service, integrity, open communication, collaboration, mutual respect, and diversity. Employees find their work challenging, yet rewarding, and most importantly, enjoy the chance to make a difference through public service. [Think Fremont!](#)

## THE CITY MANAGER'S OFFICE

The City Manager’s Office supports the City Council’s efforts to engage in legislative advocacy at the local, state, and national levels in support of the City’s interests.

### WE'RE LOOKING FOR SOMEONE WHO IS

- ◆ An organized overachiever. You will need to work in a fast-paced environment with competing requirements and deadlines.
- ◆ Analytical and data driven. You will understand local government and have the ability to analyze pending legislation and define the local impact.
- ◆ An excellent writer and communicator.
- ◆ Able to work collaboratively with people from within the City and from outside agencies and citizen groups.
- ◆ Able to respond to abrupt changes in priorities.



## EXAMPLE OF DUTIES

- ◆ Monitor legislative activity and support legislative advocacy on behalf of the City.
- ◆ Work with a variety of City departments to complete policy analysis.
- ◆ Work with City staff to update key administrative regulations.
- ◆ Provide staff support to public boards, commissions and meetings.
- ◆ Participate in the development of the Capital Improvement Program budget and the Citywide Operating budget.
- ◆ Monitor, administer and coordinate the preparation of divisional/departmental budgets.
- ◆ Provide project management on assigned projects.
- ◆ Develop, negotiate and administer internal and external contracts.
- ◆ Research, analyze and prepare reports, memorandums and recommendations to the City Manager's Office and the City Council on Citywide programs, policies and issues.
- ◆ Assist with the preparation of the City Council agenda packet, attend Council meetings, and follow up on agenda items.
- ◆ Plan, and organize public meetings.



## THE IDEAL CANDIDATE FOR THIS JOB WILL TYPICALLY HAVE

- ◆ A Bachelor's degree in Business Administration, Economics, Finance or Public Administration.
- ◆ Three years of progressively responsible professional level municipal service.
- ◆ Demonstrated project management experience.
- ◆ A Master's degree is highly desirable.





## Tentative Recruitment Schedule

First Review of Applications: November 13, 2015

Oral Board Interviews: Week of November 30, 2015

Departmental Interviews: Week of December 7, 2015

## COMPENSATION & BENEFITS

The annual salary is \$65,714- \$108,467 depending on qualifications. Current benefit features include:

### CalPERS Retirement Benefit\*

- Classic Employees - 2.0% @ 60 benefit, 3 year final average compensation.
- New Employees - 2.0% @ 62 benefit, 3 year final average compensation.
- Required PERS contributions vary by plan. All required contributions are tax deferred.
- Cafeteria Benefits Plan for employees/dependents includes up to \$1,830 monthly to purchase medical, dental and vision plans; child care and medical expenses can be paid for with pre-tax dollars.

A complete benefits summary can be found at Fremont.gov or by using this link: [Benefits Summary](#)

This is a Fremont Association of Management Employees (FAME) represented position with a probationary period of twelve (12)months.

\*Refer to CalPERS web site for complete definitions of Classic and New employees: [www.calpers.ca.gov](http://www.calpers.ca.gov)

## HOW TO JOIN OUR TEAM

This position may be filled at either the I or the II level depending of the qualifications of the selected candidate. To be considered for this position, apply online by submitting a completed **City application, resume and cover letter** through our on line application system: [City Jobs](#) **Applications submitted without a resume and/or cover letter will not be considered.**

The process may include individual and/or panel interviews, written exercise, fingerprint check, and other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

## REASONABLE ACCOMMODATION

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities.

Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660.

**The City of Fremont is an Equal Opportunity Employer.**

HUMAN RESOURCES DEPARTMENT  
City of Fremont  
3300 Capitol Avenue, Building B  
Fremont, CA 94538  
Phone: (510) 494-4660

